

ANNEXATION STEPS: *[Note: this is for fully consensual applications within the Comprehensive Plan]*

Date completed:

Step:

- _____ Application completed, fee paid, description supplied, zoning requested.
- _____ At a Town Council meeting, on agenda, Resolution 1, accepting the application and forwarding it to Annexation Committee and State Office of Land Planning as well as Sussex County, is passed.
- _____ Copy of certified resolution is sent to State, Sussex County and Annexation Committee.
- _____ Annexation Committee, following notice and agenda posting, meets and determines advantages and disadvantages of the proposed annexation, considering the Zoning Map and the Comprehensive Plan, as well as comments from Sussex County and State. *[Note: State and County have 30 days in which to review the proposal; State may require 30 day notice before a public hearing is held on the zoning].*
- _____ Within 90 days of Resolution 1 being sent to Annexation Committee, Annexation Committee reports back to Town Council.
- _____ At a Town Council meeting, Resolution 2, to proceed with the annexation and zoning designation of the proposed lands, incorporating the report of the Annexation Committee, the State and County, is modified, adjusted and passed, setting a public hearing date not more than 15 days following publication in the newspaper.
- _____ Hold public hearing on the zoning to be applied to the annexed property.
- _____ Town Council takes action at meeting for which the agenda includes consideration of the annexation and zoning.
- _____ Following action by Town Council, notice, with tax map, parcel # and metes and bounds description is sent to Sussex County and 2 signed copies of the plot of record, if desired, to be recorded.
- _____ Following action by Town Council, notice is published in the newspaper (legal notice).
- _____ Zoning Map is modified to show the added property and the zoning district.

Note: If the Comprehensive Plan requires modification prior to annexation or the application is for lands for which there is not unanimous consent, the steps are different.